

STAFF ORIENTATION CHECKLIST – FAMILY CHILD CARE CENTERS

Use of form: This form is mandatory to comply with HFS 45.02(2) of the Wisconsin Administrative Code and it should be completed by every employee, volunteer and substitute providing care in a family child care center. Failure to comply may result in issuance of a noncompliance statement. Personally identifiable information gathered on this form will be used only to verify compliance with licensing rules.

Instructions: Upon completion of the orientation, the trainer and staff shall initial and date the spaces that correspond to each policy or procedure.

Name – Staff Person (Last, First, MI)	Position	Start Date (mm/dd/yyyy)
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Name – Trainer

Policy / Procedure	Staff		Trainer	
	Initials	Date	Initials	Date
Review of names and ages of all the children in care				
Current arrival and departure information for each child enrolled, including the names of people authorized to pick up the child				
Location of children's emergency contact information				
Specific information relating to children's special health care needs including medications, disabilities or special health conditions				
Procedures to reduce the risk of sudden infant death syndrome if the center is licensed to care for children under 1 year of age				
An overview of the daily schedule including meals, snacks, naps and any information related to the eating and sleep schedules of infants and toddlers enrolled in the center				
A review of the center's procedures for dealing with emergencies				
The procedure for reporting suspected abuse or neglect of a child				
The plan for evacuating sleeping children if the center is licensed to care for children between the hours of 9 P.M. and 5 A.M.				